

RECRUITING ANNOUNCEMENT

Entrepreneurship Coordinator

Location: Las Vegas, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced professional to be GOED's Entrepreneurship Coordinator within the agency's new Office of Entrepreneurship.

The Office of Entrepreneurship was legislated into operation on July 20, 2023. It is responsible for working with other state agencies to strengthen policies and programs supporting entrepreneurship, including assistance to businesses less than five years old, and especially those owned by women, minorities or veterans. Through an assessment of statewide entrepreneurship activities, at the conclusion of its first year of operation the office will provide recommendations for appropriate steps to grow the state's entrepreneurial ecosystem. To this end, an Entrepreneurship Coordinator is essential for relationship building and data gathering across northern and southern Nevada.

Under the director of the Office of Entrepreneurship, the Entrepreneurship Coordinator will serve in a varied capacity through the engagement of internal and external stakeholders in education, finance, government, business and entrepreneurial support organizations. A background in new business development, or technology-based startups is considered valuable, as the incumbent will be responsible in part for sourcing, cataloging and reporting on related data and its statewide ramifications. In addition, the Entrepreneurship Coordinator may need to assist with grant opportunities for workforce development, enterprise funding, or infrastructure development. The candidate will benefit from some familiarity with the Nevada entrepreneurial ecosystem, and associated communities of practice and support (private, government, and non-government). Opportunities to publish research findings may be available.

Core Functions & Responsibilities

- Research and prepare background data for briefing documents to boards and legislative committees;
- Review Office of Entrepreneurship briefings for updating the public on strategic and operational progress;
- Research, collect and analyze statewide data to map entrepreneurial activity as it pertains to small business creation and sustenance;
- Develop methods for comparative analysis of similar statewide or regional activities in other national or international jurisdictions, using existing frameworks;
- Work with communications teams to develop a content communication plan, including online materials for public use and managing public data requests;
- Cohost informational workshops and events to convene entrepreneurial communities from across the state;

- Collaborate with other government and non-government agencies to exchange best practices, collect and compare data, provide balanced reporting, and prepare recommendations on improving statewide entrepreneurship activities.

Demonstrated Knowledge/Skills/Abilities

- This role requires an active self-starter who is able to proceed confidently with minimum supervision.
 - The candidate will operate independently in the Las Vegas region, with strategic oversight and input from the director based in Carson City;
 - Familiarity with managing interoperable data sets such as those available through Kumu, Ecomap, or Dealroom is an asset;
 - Experience working with searchable and exportable government data sources is preferred, including familiarity with data management through pivot tables and data visualization;
- An outgoing individual will assist with networking opportunities available through partner agencies, and their communities.
 - The role will benefit from an ability to integrate multi-sector learnings into streamlined operational approaches, building on strengths in organizational resource management and program development.
- Familiarity with the mission, vision, and organizational structure of the Governor's Office of Economic Development, and its supportive committees and boards will be expected.

Education and/or Experience

- Bachelor's degree or higher in research, economics, statistics, business, management or applicable field;
- Five years of relevant experience.

Salary and Benefits

\$72,000 annually. This position will be full-time, non-classified and exempt.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary.

The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 12 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available.

Location

This position will be based in Las Vegas, Nevada.

Travel Requirements

Some travel within the state may be required.

To Apply

Please send resume and cover letter to Michelle Sibley at msibley@goed.nv.gov

Or via mail:

Nevada Governor's Office of Economic Development
Attn: Michelle Sibley
808 W. Nye Lane
Carson City, NV 89703

Application Deadline

Resumes will be accepted until recruitment needs are satisfied.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.